

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000064

6. OPM Certification No.

2. Reason for Submission

3. Service

4. Employing Office Location

5. Duty Station

- ☐ Redescription ☒ New
☐ Reestablishment ☐ Other

- ☐ Hdqtrs. ☒ Field

7. Fair Labor Standards Act

- ☐ Exempt ☒ Nonexempt

8. Financial Statements Required

- ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

- ☒ Yes ☐ No

Explanation (Show any position replaced)

SPD

10. Position Status

- ☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position is:

- ☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

- ☒ 1-Non Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Tractor Operator	WG	5705	7		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title)

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

a. First Subdivision

U.S. Fish & Wildlife Service

b. Second Subdivision

Region

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Signature

Date

22. Position Classification Standards Used in Classifying/Grading Position

Tractor Operator, 5705, TS-62, 1/92; Maintenance Mechanic, 4749, TS-30, 5/74

Standard PD

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

FPL: Medical:
BUS:
DRUG:

Heard Auger 4-28-03
Approved for Servicewide Use

25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management
FPM Chapter 295

Tractor Operator, WG-5705-7

A. MAJOR DUTIES:

Operates farm type gasoline or diesel powered tractors and attached CT towed equipment on steep hillsides or rough terrain in performing a variety of operations including contour plowing, digging post holes, planting operations on steep hills, and building erosion control dams in ravines. The equipment typically requires multiple connections and adjustments.

Performs the following duties which are typical, but not necessarily all inclusive. Operates tractors and equipment on terrain which is generally sloping, rolling, or rugged with a number of obstacles such as trees, fences, ravines, holes, ditches, roads, and various structures. Careful and exact maneuvering is required. Cleans and maintains ditches, ponds, dikes, and other water diversion structures.

Operates auxiliary equipment and attachments such as mowers, cutter bars, plows, harrows, sprayers, discs, front-end loaders, movable dozer blades, backhoes, wagons, and post-hole diggers. The equipment is powered by direct drive from its wheels or power take-off and is typically operated with hydraulic or mechanical controls.

Services, checks, and fuels tractors equipment to be used before operation. Performs daily preventative maintenance and makes repairs and adjustments to tractor and equipment. This includes, but is not limited to, replacing chains and belts, cables, lubrication, oil, and filter changes, battery checks, safety inspections, and other servicing that may be required. In addition, may be called upon to perform tasks involved with biological census work, fire suppression, building maintenance, and other miscellaneous duties not requiring any special skill, training, or experience.

B. SKILL AND KNOWLEDGE:

Employee must be able to manipulate tractor and equipment controls together to accomplish the work and compensate for steep and rough terrain (e.g., in contour plowing on a steep hill, must observe the path and performance of the plow, raise and lower the plow blades, and steer the tractor to prevent lateral movements and overturning the tractor and plow). Must also be able to maneuver equipment in confined areas such as between trees and along fences and roads. Is able to operate the tractor and equipment under a variety of conditions such as in mud, snow, and in areas where tree limbs, bushes, and flying objects are more likely to cause clogging of the equipment.

The employee must possess the skill and knowledge to hook up and align more difficult multiple connections such as mechanical drive shafts and hydraulic lines for power and control systems. The employee must be able to adjust equipment for job requirements, such as height of mower blades, depth of plow blades, and rates of application of sprayer attachments. Has a good working knowledge of the operating characteristics of various tractors and equipment, and also their limitations, such as the extent of their stability on steep slopes. Must be able to perform preventative maintenance and minor repairs on equipment.

C. RESPONSIBILITY:

Work consists of a variety of tasks that are assigned on a project basis. Operation frequently involves maneuvering and adjusting controls to fine specifications. Worker is responsible for following standard operating procedures and also for exerting special care when working in confined areas or steep slopes to prevent overturning the equipment. Worker is also expected to act in a safe manner at the work site and on public roads.

The operator makes frequent and difficult judgments taking into consideration variables such as soil conditions, terrain features, plow depth, contour level, stability of equipment, proper gears and speed, and turning and maneuvering required to accomplish the work without overturning equipment. Completed work is checked for results achieved.

D. PHYSICAL EFFORT:

Requires constant arm and leg movement to operate the tractor and equipment controls to compensate for terrain features and accomplish the work. Must frequently exert effort to maintain balance and position at the controls. Bending and heavy lifting are encountered in handling supplies and materials (seeds, tools, equipment), and machinery hitches and connections.

E. WORKING CONDITIONS:

Work is usually performed outside on steep slopes and in rough terrain thereby exposing the operator to the possibility of serious injury from falls or from overturning the tractor and equipment. Severe jolting from machinery occurs. Operator is subject to exposure to sun, wind, rain, and dust. Other hazards, such as overhanging limbs, and protruding parts and structures, collisions with automobiles on public roads, etc., may also be encountered.

KNOWLEDGES, SKILLS, AND ABILITIES

WG-5705-7

1. Ability to do the work of a tractor operator.
2. Ability to operate the tractor and attached or towed equipment.
3. Ability to attach and adjust equipment and perform operator maintenance.
4. Ability to interpret and follow instructions.